



Caulfield South Primary School

Orientation Handbook 2018

WELCOME

Benvenuti

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It is a pleasure to welcome you and your child to our Caulfield South Primary School community, whether enrolling in a school for the first time or transferring from another school. We welcome you to our school and value your potential contribution to our school community.

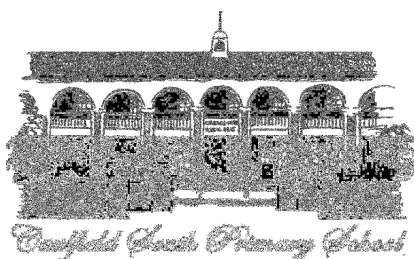
For those parents who already have older children attending our school, Caulfield South Primary needs no introduction, but this information will update parents on any changes and also serve as a reminder of school processes and procedures.

This booklet sets out routines that may apply to all schools as well as containing information specific to Caulfield South. School routines are established to ensure that children are safe, happy and engaged in a positive learning environment that will help them develop socially, emotionally and academically to their full potential. They also ensure that parents know how the school operates and how they can be involved.

We believe that a strong, supportive partnership between home and school promotes the best possible environment for student learning and we encourage parents to become involved and support our school.

An excellent education for your child is the common aim of us all: parents, the school staff and our community.

We welcome your family to our school.



Gayle Yardley
Principal

Gill Bartholomeusz
Assistant Principal

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SCHOOL PROFILE

“Children come first at Caulfield South.”

At Caulfield South, we aim for children and their families to have the best education setting in which to achieve and flourish as independent, confident and resilient learners. As a fully authorized International Baccalaureate (IB) World School, learning takes place through rich and purposeful, structured inquiry, developed in a safe, happy and supportive environment.

Teachers plan collaboratively as they endeavour to provide a program that will prepare students to meet the challenges of an ever-changing global society, where they will have the skills, values, understandings and courage to undertake a positive, productive and rewarding role in that world. To this end, we put global thinking at the heart of our teaching and aim to develop an international mindset, through ensuring our units of inquiry include opportunities to engage with other cultures, within the context of Asia and beyond.

Implementing a whole-school environmental framework encourages our students to take responsibility for supporting sustainability through their constructive actions. We encourage our students to develop an optimistic view of their world and enjoy a sense of humour. Academic excellence is valued and there is a focus on developing highly literate and numerate students, alongside a well-balanced program in the visual and performing arts, health and physical education. Science is an integral part of our curriculum with students also having the opportunity to be involved in self-motivated science-based project work through participation in the Science Talent Search. Our music program includes a school orchestra, choir and a drum corps, which performs at many public events such as the Australia Day Parade and the ANZAC Day Parade. One of the highlights of the year for our students is the wonderful opportunity to shine at the annual school concert, staged at the Robert Blackwood Hall. Our language other than English is Italian. The diverse curriculum provides students with numerous opportunities to excel and experience success.

Student leadership is nurtured by providing all Year 6 students with leadership training, the opportunity to be a school leader for a term and to train as ‘Playground Peacemakers’. Playground Peacemakers assist children to have fun in the playground by helping to resolve small issues before they grow into large ones, while all Prep and Year 5 students participate in the Buddy Program.

The school has a neighbourhood boundary to limit the demand on enrolments and there is very low movement of families out of the school, demonstrating family loyalty to our school.

In line with current best practice, teachers are constantly updating their knowledge, skills and expertise to ensure a comprehensive and differentiated learning program that helps children develop to their full potential.

Our school is responsive to parents’ concerns and works in partnership with parents to ensure a positive experience in an engaging and effective teaching and learning environment. Our School Council, with considerable investment in information, communication and learning technologies, supports this.

Caulfield South has an outstanding contemporary teaching and learning space that is used as our Senior Learning Centre and School Council is continually upgrading the original school buildings, along with the grounds. Recent upgrading of the grounds has included the ‘friendship circle’ of trees and the exciting nature play space, thanks to the fundraising efforts of our wonderful CSPA parents and community.

THINGS THAT MATTER TO US ARE:

A SAFE AND CARING SCHOOL

- We believe that children thrive when their individual needs are being met in a safe, secure and stimulating environment
- We have a strong emphasis on student wellbeing as we strive to maintain the caring school ethos which contributes markedly to the school's popularity
- The school is responsive to parents' concerns; we work with parents to ensure that their children experience a happy and supportive environment at school and that our children learn to take responsibility for their part in that process
- Student leadership is nurtured through the Year 6 Leadership and Peacemaker programs, Year 5/Prep Buddy Program and Junior Assembly where the younger children run their very own assembly based on the whole-school assembly model
- Transition into both primary and secondary education is treated as an important time for our students, with a comprehensive transition program in place. We also provide activities that support a smooth transition from one year level to the next

STUDENT WELLBEING

Student wellbeing is of significant importance in developing a safe, happy and supportive learning environment. Caulfield South Primary School promotes healthy relationships between teachers and students, using the strategies developed through Restorative Practices. These strategies assist teachers, students and parents to build, maintain and restore relationships. Restorative Practices will help build the capacity required for students to self-regulate behaviour and this contributes to student wellbeing and improved learning.

At Caulfield South Primary School we:

- Value the individuality of all members of our school community. Our school is richer for the unique differences and cultural diversity of our students
- Strive to develop resilience and high self-esteem in our children to promote success
- Believe that skills for success, including social skills and emotional intelligence, can be developed through explicit teaching
- Believe that students rise to high expectations that are clearly articulated and understood

We work to provide the best academic outcomes for each student. Our school has a major role to play in the social, emotional, physical and creative development of our students.

OUR STAFF

- We are proud of our outstanding team of enthusiastic teachers
- We believe that when teachers work together in teams to share knowledge, their effectiveness is enhanced, morale is lifted and outcomes for students are maximised
- Our teachers are committed to providing a solid base for future education and options in life for every child, through a culture of reflection and professional development, where teachers are open-minded and value others' perspectives
- The curriculum is well planned and delivered to address individual learning needs
- The school provides a comprehensive and enriched curriculum through units of inquiry as well as extra-curricular activities
- We value high achievement and never underestimate a child's ability to reach goals, while recognising that children arrive at those goals at different rates and times
- We work to ensure students know that they have access to our teachers who will address their questions or concerns and support them to find solutions
- Our teachers take pride in students' achievements

FACILITIES

Caulfield South Primary School has a quiet suburban location away from main roads, with boundaries adjoining parklands and residential properties. The unique, impressive buildings are surrounded by attractive gardens, an extensive playground that provides passive and active play areas, stimulating play equipment and a synthetic turf oval surrounded by a running track. Learning technologies including interactive whiteboards in all classrooms and access to a variety of information and communication equipment such as laptops, Chromebooks, and iPads are integral to the teaching and learning program. This contributes towards ensuring a highly engaging learning environment. Our beautiful library has double doors opening onto decking that overlooks the playground, our friendship circle of trees and Marara Rd Park. We are continuously upgrading the library resources. The Senior Learning Centre is an outstanding contemporary teaching and learning space. It provides an exciting environment that enhances collaborative teaching and learning. The School Council is proactive in continually upgrading the buildings, grounds and technology of the school to support teaching and learning. In recent years, the basketball court was upgraded and a new shelter area with a rain garden was installed, providing additional shade in the playground for our students. Upgrading the grounds continues to be a school priority. 2016 saw the installation of air conditioners in the school hall and a roof covering for the bike racks. A new shed has been erected to house materials that encourage creative play during lunchtime breaks. In 2016, our Sustainability Team, 'Green Machine', focussed on fundraising for, and creating a new and exciting nature play space for all children, adjacent to the senior playground.

FUTURE DIRECTIONS

A consistent focus for our school is on differentiated learning, based on the Victorian Curriculum, particularly in English and Mathematics, as success in both of these areas is critical to our students' academic and long-term futures.

We believe that Learning Technologies will continue to impact on student engagement and learning and that our society demands a high degree of proficiency in skills related to information technology. This will continue to be an area for concentrated and mindful development.

The school is an authorised International Baccalaureate (IB) World School. The best-practice model of the IB Primary Years Programme continues to be at the core of teaching and learning at Caulfield South Primary School.



GETTING STARTED

Your Prep child will begin school on **Monday 5th February 2018.**



We encourage you to come to the classroom and join in an activity with your child for a few minutes to ensure a settled beginning on this significant 'official' first school day.

Once you have enjoyed the special moment of beginning this day and your child is 'busy', we suggest you say a quick goodbye and leave. The room can become extremely noisy and disconcerting for children when there are many additional adults over an extended time.

If your child is very anxious or becomes upset, it is best for the child that you take them to the teacher before leaving. Our teachers are experienced and caring and will contact you if your child does not settle. We usually find that children are calm within the first few minutes of parents leaving and once they are engaged in an activity.

For the first two days of school, Monday 5th and Tuesday 6th February, Prep children will attend school from 9am-12 noon.

From Thursday 8th February, Preps will begin full school days from 9:00am to 3:30pm excluding Wednesdays until the week commencing Monday 26th Feb when children will attend five full days each week.

School Entry Assessment Testing and Pastoral Care Interviews

Tuesday January 30th	Prep Testing (45 mins) and Pastoral Care Interviews (15 mins)
Wednesday January 31st	Prep Testing (45 mins) and Pastoral Care Interviews (15 mins)
Thursday February 1st	Prep Testing (45 mins) and Pastoral Care Interviews (15 mins)
Friday February 2nd	Prep Testing (45 mins) and Pastoral Care Interviews (15 mins)

The first four days of the school year have been set aside for Prep Pastoral Care Interviews and School Entry Assessment Testing with each Prep student. Each child will be allocated a one 1-hour appointment time with the last 15 minutes allocated to the Pastoral Care interview. During this time, parents will have the opportunity to share any relevant information about their child to ensure a smooth and happy transition to school life. The testing involves an assessment of your child's literacy and numeracy skills. This happens with his/her teacher, in a one-to-one environment using games and hands on activities, to establish early points of growth for future instruction.

From Monday 26th February Preps attend school every day.

The first month will be devoted to helping children become familiar with their new environment and the routines of the day.

We ask you to help your child to become independent, encourage him/her to hang up his/her own school bag and to take responsibility for his/her belongings. School bags are not too heavy for healthy school-age children to carry.

To ensure that children feel happy and secure in their new school environment, teachers in the playground will closely supervise them. Siblings, 'buddies' and friends will initially be encouraged to play with them.

Children will be given ample time to go to the toilet and eat their 'playlunch' and lunch with their class. School times for these are:

Morning recess 11:00-11:30am

Lunch break 1:30-2:30pm

Children eat lunch under teacher supervision before the children go out to play. Prep children also have a 'fruit break' time in the classroom around 10:00am. In line with our school's healthy eating policy, the children are encouraged to bring a small fresh fruit/vegetable snack.

Parents are asked to place a small 'fruit break' snack and a snack for 'playlunch' in a separate container/bag so that the children can differentiate between the two. Please show your child what items are for 'fruit break', 'playlunch' and lunch. They should be familiar with unwrapping/wrapping their food. It is important that they know how to do this but at CSPS, we encourage you to send food in reusable plastic containers that avoid plastic and wrappers in an effort to improve our efforts to continue to be a more sustainable school. The children know this as 'nude food'.

A drink (water) container needs to be provided daily, for example, plastic flask, disposable container, not cans and glass bottles that are both unacceptable. These will be brought into the classroom and kept there all day for the children to sip from throughout the day.

PREPARING YOUR CHILD FOR SCHOOL

Here are just a few points that make your child's start to school a lot easier.

- Can your child say his/her name along with address and telephone number?
- Is your child aware of a few of the common sense rules that make for a safer environment at school? For example, throwing stones or sand is dangerous and staying in the school grounds whilst playing, ensures their safety.
- Does he/she understand how to look after his/her own belongings?
- Can your child dress him/herself? (Buttons, zips, laces etc.)
- Can your child use a public toilet unaided? It helps if boys practise at a public urinal.
- Can your child eat a packed lunch without assistance? Is he/she able to manipulate lunch box lids, drink container tops etc.?
- Have you discussed these points with your child?
 - Collection arrangements at the end of each school day
 - Basic road safety, for example, using School Crossing
 - Personal safety, for instance, who to approach for assistance

We ask parents to speak with the class teacher should your child have any special needs of which we should be aware.

WHAT YOUR CHILD WILL NEED TO BRING FROM HOME

Most materials will be supplied by the school through Government funding and parents' payments, but you will need to ensure that your child has the following:

- A school bag large enough to hold their lunch, 'playlunch', jumper, library books, precious work that will be taken home etc. Caulfield South school bags are available from PSW
- A named school hat which must be worn in Terms One and Four
- An art smock that may be purchased from the PSW or an old shirt is fine
- A large cloth library bag, which is usually supplied by DET at the beginning of the year. This contains information about the State Government's role and expectations in education
- Suitable footwear for Physical Education activities (school uniform is appropriate)

Please ensure all articles brought to school are clearly named.

Parents are asked to ensure students do not bring expensive or precious items to school. Students, staff and visitors sometimes bring personal property such as mobile phones, electronic games, calculators, toys, bicycles, musical instruments, sporting equipment, and cars parked on school premises, to school. The school has no capacity to pay for any loss or damage to such property so please be mindful of what children bring to school.

DET policy states that private property brought to school by students is not insured by the school or covered by school insurance, and it is not the responsibility of the Department if that property is lost, stolen or damaged.

OUT OF SCHOOL HOURS CARE PROGRAM (OSHCare)

On-site childcare is provided in the school hall from 7:00am to 8:45am and 3:30pm to 6:00pm daily. Children must be formally enrolled in this program. Enrolment forms are available from the school office or online from Camp Australia.

The contact number for OSHCare (Camp Australia) bookings is 8851 4160 or 1300 105 343
Email: oshc@campaustralia.com.au Website: www.campaustralia.com.au

HEALTH & SAFETY

CSPS is committed to ensuring the safety, health and wellbeing of students. The following help to support this effort:

- An Immunisation Certificate is required before entry to any Govt. primary school
- Medical details, necessary phone numbers and family contacts are on file at the office. Please keep the school informed of any changes of home or work details
- Regular attendance and punctuality is expected and important to your child's wellbeing. (Prep children may feel very isolated coming into class late)
- Students are encouraged to wear sunscreen to school during summer months and re-apply it themselves; a small 'roll-on' sunscreen in the bag is a good idea)
- Students who are picked up from school prior to 3:30pm must be signed out at the office prior to being collected from the classroom. Unauthorised people collecting children should have written permission from the parent, unless this has been previously organised by the parent with the office staff or teacher

We have a trained first aid officer as well as staff members who are trained in first aid procedures. All efforts are made to ensure prompt and efficient treatment in the event of accidents. Contact will be made with parents if necessary.

Please make sure that the school is aware of any condition or allergy, which should be considered before any form of treatment is administered.

ABSENCE NOTES

Teachers are legally required to keep accurate attendance records, so written notice is required to explain student absences. Please advise the school by phone (this will be documented), School App, through Tqibiz, or email (caulfield.south.ps@edumail.vic.gov.au) on the day of the absence. Notification by email is preferred, with name of student, class and absence reason.

Teachers should be told the nature of illnesses and kept informed of any medication children may be taking. This will help them monitor changes in health.

ASSESS INFECTIOUS DISEASES - EXCLUSION TABLE (Government provided)

The following table is provided by the Government for parents' reference to assist in ensuring infectious diseases are managed in a timely manner that minimises the spread to other children and members of our community.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria – other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Please do not send your child to school if he/she is unwell. Teachers are not permitted to leave other students unsupervised in order to care adequately for sick children or to phone parents. There is no area where sick children can be left for more than a short time under supervision, except the classroom and this is no place for an unwell child. Parents are contacted to pick up sick children and asked to do this in as timely a manner as possible. We thank parents for their understanding and support in this important area.

ASTHMA

Students who have a diagnosed asthmatic condition, requiring medication, are required to have a completed asthma management plan provided to the school at the beginning of each school year. Your doctor will assist in the provision of the required documentation

ANAPHYLAXIS

Students who have been diagnosed with anaphylactic allergies are required to provide a management plan completed by their doctor. If an EpiPen is necessary, this must be provided by the parents and stored at the school. All EpiPens are required to have a current use-by date.

BIKES AND SCOOTERS

Students are encouraged to ride their bikes or scooters to school. Students must wear a helmet for safety reasons and can park their 'wheels' in the cage located at the rear of the Senior Learning Centre or the bike rack located behind the portable classrooms near the hall. Students are reminded to secure their 'wheels' with bike locks, as the school is not responsible for damaged or stolen personal items.

FIRST AID OFFICER

CSPS School First Aid Officer Monday-Friday 10:30am-3pm in 2017

Caulfield South School Council employs a first aid officer funded through parents' voluntary contributions. The first aid officer attends to students from all year levels. Minor ailments and injuries are managed at school. Parents are notified by way of a pink medical slip sent home with the child or by a phone call if a child requires monitoring. If students have more severe injuries, parents are called immediately and advised to take them to a doctor or hospital. In cases where it is deemed necessary, an ambulance will be called.

MEDICATION

The first aid officer and teachers are only permitted to give medication to students when they have written authorisation from the parent/guardian/doctor. **A form to authorise administration of medicine should be obtained from the office.**

If it is necessary for your child to take medication at school, please complete this form and return to the class teacher. All medication must be in original packaging with your child's name, the correct dosage and the time the medication is to be administered.

If your child is on medication for a short-term illness or infection, then school may not be the best place for him/her.

Students are not to keep medication in their school bag. (Arrangements are made regarding asthma medication.)

Please note: Wherever possible, medication should be scheduled outside school hours, e.g. medication required three times a day is generally NOT required during a school day; it should be given by parents before and after school and before bed.

PROCEDURES FOR CHILDREN WHO ARE UNWELL

When a decision must be made about whether an unwell child should be sent home or not, the classroom teacher will be consulted, where possible, by the first aid officer or teacher on duty who will then ensure that a phone call to parents is made, and the result of the call confirmed and acted upon as soon as possible.

In the case of an accident, as a matter of urgency, the phone call to parents will be made by the person in the best position to do so.

The office must always be informed when children are being sent home or collected during the school day.

ROUTINES FOR SAFETY

Children are not permitted to be in the classrooms or corridors without teacher supervision before school, after school or at recess times.

If parents wish to collect their child during the school day, they must go to the office before going to the classroom. Parents are required to sign their child out and will be given a pass to hand to the class teacher. Teachers are not permitted to release children until this has been authorised at the office. *The child's wellbeing is our major concern.*

SCHOOL INSURANCE

Our school does not take out insurance and therefore parents/guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. However, reasonably low cost accident insurance policies are available from commercial insurers.

OUT OF SCHOOL HOURS CARE PROGRAM (OSHCare)

On-site childcare is provided in the school hall 7:00am-8:45am and 3:30pm-6:00pm daily. Children must be formally enrolled in this program. Enrolment forms are available from the school office or online from Camp Australia.

The contact number for OSHCare (Camp Australia) bookings is 8851 4160 or 1300 105 343
Email: oshc@campaustralia.com.au Website: www.campastralia.com.au

PLAYGROUND SUPERVISION

The children are supervised in the school grounds during the following times:
8:45am-9:00am; 11:00am-11:30am; 1:30pm-2:30pm; 3:30pm-3:45pm

If students are at school outside these times, they should be in the care of a parent/guardian or be booked into Out of School Hours Care with Camp Australia.

A warning bell is rung three minutes before the end of each recess/break.
There are always teachers on duty at these times.

SCHOOL ORGANISATION

BOOK LISTS & LOCALLY RAISED FUNDS



Classroom teachers draw up lists of materials that are required for student use in their classrooms, and School Council establishes a budget for these student requisites as part of the annual budget process. The cost of some of these materials is covered by government funds paid directly to the school. Some items may be brought from home. Caulfield South, like most schools, requests a voluntary parent contribution to provide necessary items that are not covered by Government funds. A letter requesting payment for curriculum resources, as well as voluntary payments, is sent to parents at the end of the previous school year and required payment arrangements and dates are detailed in the letter.

School book supplies for Years 1 to 6 are ordered online from OfficeMax and delivered to your home. Details will be provided. Prep book supplies are ordered by the school and delivered directly to the school.

BIRTHDAYS



Parents may wish to celebrate their child's birthday in some way with the class. Teachers ask that:

- Parents check the number of students in the class
- Parents inform the class teacher the **day before** that they will be bringing food items
- Parents speak to teachers about children with nut allergies

As teachers are unable to leave their class to collect knives etc., they ask that you please consider:

- Bringing food items that do not require heating or keeping cool
- Items that have previously been cut for ease of distribution. Suggestions include cupcakes, cookies, Freddo frogs, etc. Other than on birthdays, treats may not be sent to school unless arranged with the teacher prior, for a significant celebration.

CLASSROOM INVOLVEMENT

We encourage you to offer your services to classroom or specialist teachers. From time to time, we ask parents to help on excursions as well as asking them to assist in the classroom for various activities. Either the teacher or Class Representative will organise parent helper rosters.

CLASS REPRESENTATIVES

Each class will have a parent appointed as a representative to assist with communication processes. It is useful for parents to have a list of the names and phone numbers of the other children in the grade and year level. Notices will be sent home to enable the sharing of this information.

ENTRANCES

Children enter the school from either Bundeera Road onto the basketball court or walk across the park from Marara Road.

All teachers' car parks are **out of bounds** to students and parents for safety reasons. Children are not permitted to use the entrance that leads to the office unless there is a need to see the Principal or access the general office. The area can become very congested and we need to minimise 'through traffic'. During the day, visitors must enter via the main entrance and sign in before gaining permission to proceed on any school business.

The Prep rooms are accessed before and after school from the portable classroom behind the hall alongside the junior playground or at ground level inside the main building to the right as you enter the building from the quadrangle. **From mid-February, parents will be asked to wait outside, in the playground nearest their child's classroom, when picking children up at the end of the day.**

LUNCHES



Because of the structure of our school day, children have a fruit break at 10:00am and need a substantial snack at 11:00am. They eat lunch under supervision in the classroom at about 1:20pm.

A healthy breakfast will give the energy needed for the morning's busy activities.

We have an arrangement with a local Café (Mr Brightside) to provide lunch orders (Mon, Tues, Thurs, and Fri). Parents write orders on a paper bag, enclose the correct money and children place the order in the Lunch Box in the classroom. Parents are provided with a current price list, which is also available on the school website.

Prep students do not commence having lunch orders until Term 2 because they eat at an earlier time in the first term (before the lunches are delivered from the cafe). Children are encouraged to place their own lunch orders in the classroom Lunch Box when ordering.

NEWSLETTERS & NOTICES

The School Newsletter is available every second Wednesday afternoon from the school website. www.caulfieldsthps.vic.edu.au or through the Tqbiz app.

We also send a copy to the email address listed for Adult A on the Student Enrolment Form. Limited hard copies are available for collection from the school office on Wednesday afternoon of publication week, if required.

PARENTS' ASSOCIATION

The Parents' Association (PA) provides support to the school community by running social events such as Mothers' Evening, Father's Day Breakfast, children's disco night, Mother's and Father's Day stalls and other community activities. They generate ideas for school improvement and facilitate communication between parents and the school's administration. Activities are advertised in the school newsletter early in the year. They give parents the opportunity to develop friendships within the school community and to contribute to school life. We encourage all parents to volunteer their services where they can and all new parents especially, are encouraged to participate. The PA also sets up the Family Support Network, which is another way in which parents can volunteer their time to the school and help provide an avenue of support for families who may be experiencing difficult times as the result of family illness, death or parent separation.

PARENT-TEACHER INTERVIEWS/3-WAY CONFERENCES

Formal interviews will be held during the year. These are usually available during the day or evening. If you wish to chat to the teacher about your child's progress at an additional time, please arrange an appointment time, as teachers are unable to speak to parents at 9:00am or during class time. This reduces the valuable teaching and learning time.

At the beginning of the year, class information is sent home and information evenings are held giving an outline of the class curriculum. In addition, parents will have the opportunity for a pastoral care interview with their child's teacher early in the first term.

Do not hesitate to make a time to discuss your thoughts or concerns with the class teacher, the Principal or Assistant Principal.

PARKING

In the interests of your child's safety, please observe the following points:

- A drop off zone is available at the front of the school
- Take care when parking, when dropping children off, or when collecting children from school and comply with the parking restrictions to ensure the safety of our children
- Be aware of the dangers of turning and pulling out from the kerb when children are outside the school grounds
- Cars may NOT be driven onto the school grounds

It is unlikely that you will be able to park immediately outside the school every time you collect or deliver your child. Please be prepared to park where it is **safe and legal**, and walk a short distance to meet your child.

Please observe the parking regulations on all streets adjacent to the school property. These are implemented to ensure the safety of our children.

Drivers who double park, park across driveways or across the marked crossings are endangering their own and other children. Parking officers frequently patrol the area as a safety measure, often at the request of the school administration or parents.

PARKING - STAFF CAR PARK

In the interests of your child's safety, parents are required to use the footpath entrances to access the school and **under no circumstances are to walk through the teachers' carparks.** Cars may be reversing out of the carpark and these become a danger to small children who cannot be seen in rear vision mirrors.

PUNCTUALITY



Children are expected to be at school punctually. The morning session commences at 8:55am and children should be at school prior to this time, when the first bell rings. Children arriving late to school are placed at a disadvantage with an unsettled beginning to their day and they cause a disruption to the class program.

The suggested arrival time is 8:45am as no provision is made for supervision before this time. A 'late pass' is required for any late arrival. This is obtained outside the school office once you have signed the late book.

SCHOOL COUNCIL

Together with the Principal, the Council is responsible for the school's governance and general educational policy. This includes the maintenance and improvement of the buildings and grounds, monitoring school finances and the stimulation of community interest in the school. Meetings are held twice a term in the staffroom at a time set by the current Council and are open to all members of the school community. Parents are also invited to join the sub-committees of Finance, Policies, Facilities and Community Engagement (including management of Out of School Hours Care and liaising with the PA regarding fundraising). School Council elections are held in Feb/March.

SCHOOL PAYMENTS

Caulfield South Primary School's preferred method of payment is by Qkr.

Further information is available from the school office.



SCHOOL UNIFORM

Our uniform is economical and maintains a consistent standard of dress within the school. The wearing of hats in Terms One and Four is compulsory.

School uniform can be purchased from PSW (Primary School Wear) 1/596 North Rd, Ormond (Ph: 9768 0387) or online at www.psw.com.au

All items of clothing MUST be carefully labelled. Please check regularly to see the name is still clear.

Second-hand items are available from second hand uniform shop, which is open fortnightly on a Monday morning 8:30am-9:10am.

SMOKING

Government regulations prohibit smoking in school buildings and on school grounds at all times.

TIQBIZ APP – HOME – SCHOOL COMMUNICATION

We kindly ask that you download the Tiqbiz app to your iPhone, iPad, Android phone, Android Tablet or Windows device. If you don't have a mobile device, there is also an app available for computer, both Mac and PC.

Tiqbiz will be used to send out the school newsletter, general updates, reminders, events and calendar dates. You are also able to submit student absences via the app.

CURRICULUM

CURRICULUM - TEACHING AND LEARNING

At Caulfield South, it is our goal to prepare students to meet the challenges of an ever-changing global society, where they will have the knowledge, skills, values, understandings and courage to undertake a positive, productive and rewarding role in that world. To help achieve this end, we aim to develop independent, confident and resilient learners.

Academic excellence is valued, with a focus on developing highly literate and numerate students, alongside our visual and performing arts, physical education and sport programs. Our performing arts program includes a school orchestra, choir and a drum corps, which performs at many public events. Our language other than English is Italian.

All government schools are required to base their curriculum on the Victorian Curriculum. The Victorian Curriculum provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which our school uses to plan student learning programs, assess student progress and report to parents.

The Victorian Curriculum incorporates the Australian Curriculum for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). The Victorian Curriculum uses a structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

Our school utilises a multi-faceted approach to developing and maintaining a whole-school focus on literacy and numeracy, including intervention when appropriate. The DET *Literacy and Numeracy 6-18 Month Strategy* and the *Key Characteristics of Effective Literacy Teaching and Numeracy Teaching* documents, which specify the nature of quality, differentiated classroom teaching for all students in Years Prep to 6, inform our teaching program. These key characteristics were informed by research and developed through consultation with classroom practitioners, literacy and mathematics experts, coaches and DET personnel. These documents link to the relevant online Literacy and Numeracy learning and teaching resources to ensure high quality teaching.

The IB Primary Years Programme sits alongside the Victorian Curriculum and provides an internationally recognised curriculum framework for students from Prep to Year 6, which focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It encompasses the social, physical, emotional and cultural in addition to academic learning needs. The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes. These themes form the basis of our Inquiry Units and are about issues of global significance. They include:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

These themes help teachers to develop a programme of in-depth inquiries/investigations into important ideas, identified by the teachers, and requiring a high level of involvement on the part of the students. These inquiries are substantial, insightful, comprehensive and usually last for several weeks.

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skilful and better at understanding how to learn.

SCHOOL CAMPING PROGRAM

A camping program is offered as part of the physical education curriculum. This is developed from Prep, where the children enjoy a breakfast at school, then in Year 1 the children return to school for an evening meal. In Year 2, this progresses to a sleepover at school, which prepares children for two-night camps from Year 3 onwards. Students are given opportunities to learn new skills, engage in challenging activities and develop teamwork and independence in a safe and supportive environment.

SWIMMING

An intensive Swimming Program is organised for all children in the school at GESAC (Years 3-6) and Starfish Swim School in Bentleigh (P-2). Children travel by bus to the indoor heated pools where they learn from qualified teachers each day for 5 days. **Prep children are usually involved in this program in Term 4.** Participation is expected, as it is an important component of our Physical Education program and school curriculum.



ESTABLISHING CLASSES

GRADE PLACEMENTS

In establishing balanced Prep classes, teachers consider the kindergarten groupings of the children enrolled, their age, and any advice received from kindergarten teachers and parent as well as knowledge gained during the transition program.

For subsequent grade progressions, classes are formed after consideration of the enrolment figures at each year level. These are usually straight classes, but multi-age classes (more than one year level in the same class) may be required, dependent upon the number of children at each level.

Social groupings, equitable proportions of gender, special needs and reasonable class limits based on room sizes, are some of the factors considered in forming classes.

TERM DATES: 2018

Term 1:	29 January (teachers start) to 29 March Years 1-6 commence 30 January Preps commence Monday 5 February (all other term dates apply)
Term 2:	16 April to 29 June
Term 3:	16 July to 21 September
Term 4:	8 October to 21 December

BEHAVIOUR MANAGEMENT

CLASSROOM RULES

Each teacher, following discussions with students, defines expected behaviours/rules in the form of an 'Essential Agreement' to operate in the classroom. Students are encouraged to take responsibility for their own actions and consider the effects of their behaviour on those around them. All expectations are clear and concise.

Our school uses the Restorative Practices approach for whole-school behaviour management. Restorative Practices assist teachers, students and parents to build, maintain and restore relationships.

Should a serious breach of behaviour occur, the Assistant Principal or Principal may become involved and parents contacted.

SCHOOL PLAYGROUND RULES

School playground rules have been devised to encourage friendships, good behaviour and to place particular emphasis on safety. Students have been involved in establishing these and all teachers are responsible for ensuring that students adhere to the school rules.

BEHAVIOUR MANAGEMENT STRATEGIES

We believe that positive behaviour is fostered when students:

- are positively encouraged to show appropriate behaviour
- develop resilience and high self-esteem
- have pride in their school
- show respect, tolerance and compassion for others
- feel connected to their teachers and the whole school community
- are assisted to deal with conflict, tensions and difference in respectful ways that engender trust, empathy, responsibility, and foster healthy relationships